

CITY OF PULLMAN, WASHINGTON

CLASS SPECIFICATION

APPRENTICE MAINTENANCE WORKER - PUBLIC WORKS

2203

GENERAL PURPOSE: This is manual public works maintenance work.

Performs a variety of manual to semi-skilled tasks relating to the maintenance of city streets, sewers, and water services. The purpose of positions in this class is to provide a person with the training gained through experience by working with a person in a higher level maintenance position to learn and become proficient in the safe operation of hand and power tools and equipment operation as applied to public works maintenance projects and become proficient in applying street, sewer, or water maintenance procedures used by the public works department.

Promotion to a Maintenance Worker position is based on a written evaluation by the maintenance and operations superintendent certifying that the employee has completed the training program approved by the human resources director and public works director, is proficient in all areas, and has a good work record.

SUPERVISION EXERCISED: Does not supervise the work of others.

SUPERVISION RECEIVED: Reports to a first-line supervisor. Assignments are received from a supervisor in the form of detailed instructions. An employee of a higher level classification may assist the supervisor in training new employees.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assists a higher level maintenance worker in maintenance procedures related to street, sewer, and water maintenance projects; performs maintenance tasks.

Becomes proficient with the operation of hand and power tools, equipment, and vehicles used in street, sewer, and water maintenance work.

Reads department procedure manuals, equipment operation manuals, and other manuals to become familiar with equipment, tools, and project procedures.

Attends work on a regular and dependable basis.

Interacts in a professional and respectful manner with city staff and the public.

OTHER JOB FUNCTIONS:

Performs other tasks as assigned.

SELECTION FACTORS:

(Applicants should describe their previous experience and training for each of the following selection factors. These factors will be the basis for selecting the most qualified applicants to be interviewed. Candidates selected for employment must satisfactorily demonstrate possession of these factors during a prescribed probationary period, and afterwards, for continued employment.)

- Knowledge of the safe operation of hand and power tools;
- Ability to read, comprehend, and apply instructions and procedures;
- Ability to perform work outdoors for extended periods of time under all weather conditions;
- Ability to successfully complete public works maintenance apprentice program;

- Ability to learn the safe operation of hand and power tools, equipment, and vehicles used on maintenance projects;
- Ability to provide quality services in a cost-effective manner and to recommend improved methods of performing the work;
- Ability to obtain a commercial driver's license within a reasonable period of time after appointment;
- Sufficient manual dexterity to develop skill in the use and care of tools, equipment, and materials used in the work;
- Ability to physically perform the essential functions of the job;
- Possession of a valid driver's license and a safe driving record.

MINIMUM QUALIFICATIONS:

(Persons applying for a position of this class should have any combination of the following experience and training.)

Experience with the safe operation of hand and power tools or experience performing general maintenance tasks; or any equivalent combination of experience and training.

TOOLS AND EQUIPMENT USED:

Diesel dump truck with and without snow plow, diesel sewer jet vacuum truck, sewer rodder, pickup, ladder truck, front end loader, backhoe, forklift, pavement roller, pavement saw, motor grader, street sweeper, oxygen-acetylene torch, taxcavator, arc welder, atmosphere test device, sander, t.v. camera, jackhammer, foam vapor rooter, salt machine, pressure tester, tap machines, paint machines, bail machines, cross-connection certification testing device, hand tools including but not limited to: hammer, cut-off saw, tamper, pipe wrench, grinder, .

WORK ENVIRONMENT:

(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds.

The noise level in the work environment is usually loud.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Adopted: 9/82 Revised: 9/91, 5/94, 12/01